

## SciENcv Instructions

The Office Sponsored Programs at UI has pulled together and highlighted information about SciENcv in an effort to assist UI's research community. If you have questions or need assistance, please contact your [Sponsored Programs Administrator](#).

**Full Instructions can be found at:** <https://www.ncbi.nlm.nih.gov/books/NBK154494/>

Science Experts Network Curriculum Vitae (SciENcv) is a new electronic system that helps researchers assemble the professional information needed for participation in federally funded research. SciENcv gathers and compiles information on expertise, employment, education and professional accomplishments. Researchers can use SciENcv to create and maintain biosketches that are submitted with grant applications and annual reports. SciENcv allows researchers to describe and highlight their scientific contributions in their own words.

### What SciENcv does:

- Eliminates the need to repeatedly enter biosketch information
- Reduces the administrative burden associated with federal grant submission and reporting requirements
- Provides access to a researcher-claimed data repository with information on expertise, employment, education, and professional accomplishments
- Allows researchers to describe their scientific contributions in their own language

### Who Developed SciENcv

The SciENcv utility is a cooperative project requested by the [Federal Demonstration Partnership](#) (FDP), which is an association of academic research institutions and federal agencies. In collaboration with the FDP, SciENcv is being built by the [National Center for Biotechnology Information](#) (NCBI) at the National Institutes of Health under the aegis of an interagency workgroup composed of members from the Department of Defense, the Department of Energy, the Environmental Protection Agency, the National Institutes of Health, the National Science Foundation (NSF), The Smithsonian, and the United States Department of Agriculture. The interagency workgroup operates under the National Science and Technology Council's (NSTC) Research Business Models and Science of Science Policy Committees.

### Principles of SciENcv

- Any researcher may register
- Leverages data from existing systems
- Data are owned by the researcher
- Researcher controls what data are public
- Researcher edits and maintains information
- Researcher provides own data to describe research outcomes
- Researcher has ultimate control over data in biosketch

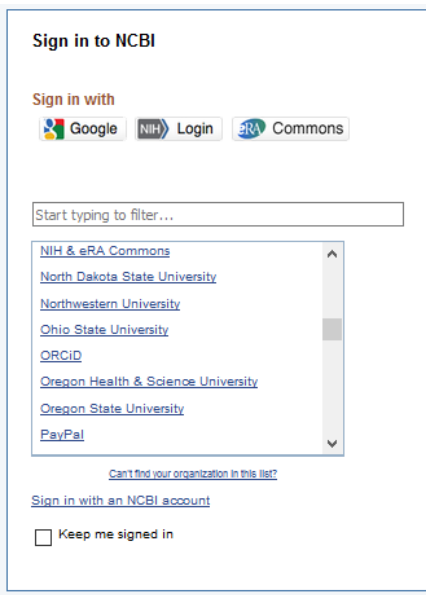
Reference: <https://www.ncbi.nlm.nih.gov/sciencv/background/>

## Step-by-step Access to SciENcv

1. If you already have a login for NCBI, start here <https://www.ncbi.nlm.nih.gov/account/>, otherwise, if you need to create an account, start here: <https://www.ncbi.nlm.nih.gov/sciencv/>, and follow the instructions below:



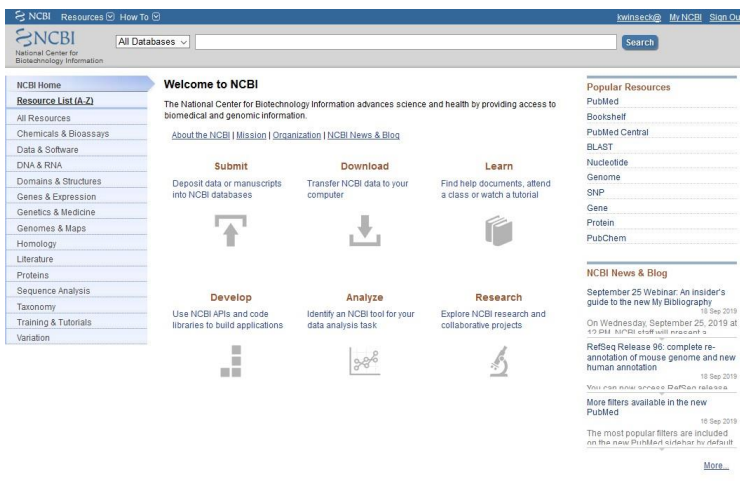
The image shows the SciENcv landing page. At the top left is the SciENcv logo. To the right, a dark banner contains the text: "SciENcv: Science Experts Network Curriculum Vitae" and "A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENcv is available in My NCBI." Below the banner are three columns of links: "About SciENcv" (Background Information, SciENcv FAQs, YouTube Video: SciENcv tutorial, YouTube Video: Integrating with ORCID, Recent Changes to NIH Biosketch, Provide Feedback), "Interfacing with SciENcv" (SciENcv Data Documentation, SciENcv Data Schemas), and "News and Resources" (SciENcv News, SciENcv Presentations, SciENcv Help, My Bibliography Help). A blue button labeled "Click here to start!" is positioned below the "Interfacing with SciENcv" links.

The image shows the "Sign in to NCBI" page. It features a "Sign in with" section with buttons for Google, NIH Login, and eRA Commons. Below this is a search box with the placeholder text "Start typing to filter...". A dropdown menu is open, showing a list of organizations: NIH & eRA Commons, North Dakota State University, Northwestern University, Ohio State University, ORCID, Oregon Health & Science University, Oregon State University, and PayPal. At the bottom, there is a link "Sign in with an NCBI account" and a checkbox labeled "Keep me signed in".



1a.



The image shows the NCBI Home page. At the top, there is a navigation bar with "NCBI Resources" and "How To". Below this is a search bar with "All Databases" and a "Search" button. The main content area is divided into several sections: "Welcome to NCBI" with a mission statement and links for "About the NCBI", "Mission", "Organization", "NCBI News & Blog", "Submit", "Download", "Learn", "Develop", "Analyze", and "Research". On the right side, there is a "Popular Resources" section with links to PubMed, Bookshelf, PubMed Central, BLAST, Nucleotide, Genome, SNP, Gene, Protein, and PubChem. Below that is an "NCBI News & Blog" section with recent news items.



If your login method brings you to this landing page, **select MyNCBI**. Otherwise, see the landing page in step 1 of the next section, **Linking Your Accounts**.

## Linking Your Accounts

- 1) Link your accounts by **clicking your user name** in the upper right-hand corner.



- 2) Select **Change** under linked accounts.

**Linked accounts** You can sign in via these 3rd-parties. Contact the 3rd party for sign-in related issues.

eRA Login	kristi.winseck@colorado.edu (currently signed in via this method)
University of Colorado at Boulder	Kristi.Winseck@Colorado.EDU
0000-0003-4169-9850	ORCID
	National Science Foundation (NSF)
kristi.winseck@colorado.edu	

- 3) **Search** for the account name you'd like to link and then **follow the instructions** on the link.

My NCBI > Linked Accounts

**Linked Accounts**

If you are signed in to an account from one of these organizations, you can link it to your My NCBI account. You can sign in to My NCBI without entering your username and password as long as you are signed in to any of these organizations' web sites. You can also share your bibliography and other data with the linked account.

*New account successfully linked.*

Your Linked Accounts

- eRA Login (kathryn.snider@colorado.edu)
- ORCID

Return to your [Account Settings](#) page

All Available Partner Accounts

To link your My NCBI account to one of these partner organizations, click on its link. If necessary, you will go to that organization's login page to log in. You will then see that account listed above under Your Linked Accounts.

Search for account name:

Login Account Options

Account	Category
<a href="#">Arizona State University</a>	Research Organizations
<a href="#">Azusa Pacific University</a>	Research Organizations
<a href="#">Boise State University</a>	Research Organizations
<a href="#">Boston University</a>	Research Organizations
<a href="#">Brown University</a>	Research Organizations
<a href="#">California Institute of Technology</a>	Research Organizations
<a href="#">Carnegie Mellon University</a>	Research Organizations
<a href="#">Case Western Reserve University</a>	Research Organizations
<a href="#">Cincinnati Children's Hospital Medical Center</a>	Research Organizations
<a href="#">Colorado State University</a>	Research Organizations

You will be able to see which accounts you've linked. **Click on the red X** to unlink accounts.

### Your Linked Accounts

- eRA Login (kristi.winseck@colorado.edu)
- University of Colorado at Boulder (Kristi.Winseck@Colorado.EDU)
- ORCID
- National Science Foundation (NSF) (kristi.winseck@colorado.edu)

- 4) As you link your accounts, you may get messages that look similar to this; make sure you authorize so that the records can “talk” to each other.

**ORCID** Kristi Winseck  
<https://orcid.org/0000-0003-4169-9850>

(Not You)

**National Center for Biotechnology Information**  
has asked for the following access to your ORCID Record

Read your information with visibility set to Trusted Parties

This application will not be able to see your ORCID password or any other information in your ORCID record with visibility set to Only me. You can manage permission granted to this and other Trusted Organizations in your account settings.

## Building Your Record

- 1) If you've already built your record, skip to the next section, **Building your Biosketch through SciENcv**.
- 2) To build your record using your ORCID account, see the next section, **Building your Biosketch through SciENcv** to pull in information from your ORCID – once records are loaded from ORCID, they will also reside in the My Bibliography section.
- 3) To build your record manually, follow the instructions below:

### My NCBI

The screenshot shows the My NCBI interface with several panels: 'Search NCBI databases' with a search box and 'PubMed' selected; 'My Bibliography' showing 'no items' and 'private' status; 'Recent Activity' with a table of activity; 'Saved Searches' with a message that no searches are saved; 'Collections' with a table of collections; 'Filters' with a dropdown for 'PubMed'; and 'SciENcv' with a link to create a new CV.

If you choose not to use ORCID to build your SciENcv file, you can build your bibliography through **My Bibliography**.

When **adding from a file**, you can use only **.ris**, **.txt**, **.nbib**

The screenshot shows the 'Add citations' dropdown menu with options: 'From PubMed', 'From a file', and 'Manually'. A blue arrow points to the 'From PubMed' option.

When **adding through PubMed**, you can search by search by topic, title or author.

The screenshot shows the 'Add PubMed Citations to My Bibliography' search tool. It includes a search box, a 'Search PubMed' button, and a description: 'This tool will help you to quickly find and add PubMed items to your My Bibliography collection. Enter your search terms in the query box, above and click on the "Search" button to execute the search.'

# Building your Biosketch through SciENcv

## My NCBI

[Customize this page](#) | [NCBI Site Preferences](#) | [Video Overview](#) | [Help](#)

**Search NCBI databases**

Search: PubMed

Search

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

**My Bibliography**

Your bibliography contains **no items**.  
Your bibliography is **private**.

[Manage My Bibliography >](#)

**Recent Activity**

Time	Database	Type	Term
4:18 PM	Books	record	SciENcv - My NCBI Help

[Clear](#) [Turn Off](#)  
[See All Recent Activity >](#)

**Saved Searches**

You don't have any saved searches yet.  
Go and [create some saved searches](#) in PubMed or our other databases.  
[Manage Saved Searches >](#)

**Collections**

All bibliographies and Other citations are now in [My Bibliography](#)

Collection Name	Items	Settings/Sharing	Type
<a href="#">Favorites</a>	<a href="#">edit</a> 0	<a href="#">Private</a>	Standard

[Manage Collections >](#)

**Filters**

Filters for: PubMed

You do not have any active filters for this database.  
[Add filters for the selected database.](#)  
[Manage Filters >](#)

**SciENcv**

[Click here](#) to create a new CV.

**SciENcv**

Name	Last Update	Sharing	Type
<a href="#">Winseck test biosketch NSF</a>	10-Sep-2019	Private	NSF Biosketch
<a href="#">Winseck test biosketch NSF ORCID</a>	10-Sep-2019	Private	NSF Biosketch
<a href="#">Winseck NIH ORCID biosketch</a>	10-Sep-2019	Private	NIH Biosketch
<a href="#">NSF w Alexa</a>	10-Sep-2019	Private	NSF Biosketch
<a href="#">1</a>	10-Sep-2019	Private	NIH Biosketch
<a href="#">2</a>	10-Sep-2019	Private	NSF Biosketch

[Manage SciENcv >](#)

If you don't have any Biosketches built yet, you will **select Click here**.  
**OR**  
If you do have Biosketches built, you will **select Manage SciENcv**.

### Create a New Biosketch

**Biosketch name**

*Enter a name to help you to identify this biosketch*

**Format**

NIH Biosketch

NIH Fellowship Biosketch

NSF Biosketch

IES Biosketch

*Select a format for this biosketch*

**Choose data source**

Start with a blank document

Existing Biosketch:

External source:

Your eRA Commons account: eRA Commons ORCID National Science Foundation

**Sharing**

Public

*You can change the shared settings at any time.*

**Choose** the type of Biosketch you need to build, the source of the data\*, and if it will be public or private.  
\*Note that if you choose an existing biosketch, any existing information that is required in the new biosketch will transfer, for example, personal statements for NIH.

**Select Create**

# BUILD AN NSF BIOSKETCH

**Profile name:** 4 [ [Edit](#) ] **Download:** [PDF](#) [XML](#)

**Profile type:** NSF Biosketch [NSF Biographical Sketch Instructions](#)

**Last Updated:** 20 September 2019

**Sharing:** Private [ [Change](#) ] OMB-3145-0058

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**NAME** [ [Edit](#) ]  
Winseck, Kristi

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**A. PROFESSIONAL PREPARATION** [ [Edit entries](#) ]  
List undergraduate and graduate education and postdoctoral training. List the year the degree was received as well as inclusive dates of postdoctoral training.

INSTITUTION	LOCATION	MAJOR/AREA OF STUDY	DEGREE (If applicable)	YEAR
Ivermorny	Mount Greylock, MA, United States	Magic Animals	DOCTOR OF PHILOSOPHY	1990
Hogwarts	Unplottable, United Kingdom	Advanced Wizardry	MASTER OF ARTS	1987
University of Colorado at Boulder	Boulder, Colorado, USA	Economics	BACHELOR OF ARTS	1985

[+ add another degree/training](#)

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**B. APPOINTMENTS** [ [Edit entries](#) ]  
List, in reverse chronological order, all academic/professional appointments beginning with the current appointment.

2016 Proposal Analyst, OCG, CU Boulder, Boulder, CO, USA  
2005 - 2016 Dragon Wrangler, Island of Berk, Berk, Vikingland  
1990 - 1999 Wizard of Oz, Kansas Tornadoes, Inc., Emerald City, KS, USA

[+ add another entry](#)

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**C. PRODUCTS**  
Acceptable products must be citable and accessible including but not limited to publications, data sets, software, patents, and copyrights. Unacceptable products are unpublished documents not yet submitted for publication, invited lectures, and additional lists of products. Each product must include full citation information including (where applicable and practicable) names of all authors, date of publication or release, title, title of enclosing work such as journal or book, volume, issue, pages, website and Uniform Resource Locator (URL) or other Persistent Identifier.

**PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT** [ [Select citations](#) ]

1. Winseck K. Test Article A. CU OCG. 2019 January 01;
2. Winseck K. Test Article B. CU OCG. 2019 February 01;

**OTHER SIGNIFICANT PRODUCTS, WHETHER OR NOT RELATED TO THE PROPOSED PROJECT** [ [Select citations](#) ]

1. Winseck K. Test Article C. CU OCG. 2019 March 01;

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**D. SYNERGISTIC ACTIVITIES**  
List up to five examples that demonstrate the broader impact of the individual's professional and scholarly activities that focus on the integration and transfer of knowledge as well as its creation.

1. **Outreach** Led groups of students on dragon-egg collecting expeditions.  
**Teaching** Developed and taught curriculum still used in Wizarding schools for magic spells and potions.

[+ add another entry](#)

**Download:** [PDF](#) [XML](#)

Once all of your edits are complete, you can **create a PDF** for upload to the sponsor's portal.

You can **manually edit** the information in each of these sections.

To select products, or choose different ones, choose **Select Citations**, then follow directions in the **Choose My Bibliography** section below.

Unless you copied this from another NSF biosketch, the Synergistic Activities section **must be manually entered**. See the Formatting page following the NIH instructions for how to format this section.

**PRODUCTS MOST CLOSELY RELATED TO THE PROPOSED PROJECT** [ [Save citations](#) ]

You have not included any product in this section.

My Bibliography | [ORCID](#)

Sort by: Publication date | Select: None | 0 item(s) selected | [Refresh the list from ORCID](#) | unchecked entries are hidden from display

- Test Article D. CU OCG. 2019 April.
- Test product.
- Orcid test article 2. 2006 February.
- Test Product 2.

**Choose My Bibliography** for citations stored on this site, or **ORCID to import citations** from ORCID. If you've added citations to ORCID since creating this biosketch, **click on Refresh the list from ORCID**.

# BUILD AN NIH BIOSKETCH

My NCBI » SciENov » Winseck NIH ORCID biosketch SciENov About | Login

**Profile name:** Winseck NIH ORCID biosketch [ Edit ] Download: PDF Word XML

**Profile type:** NIH BioSketch [NIH Biographical Sketch Instructions \(PDF\)](#)

**Last Updated:** 23 September 2019

**Sharing:** Private [ Change ]

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**NAME** [ Edit ]  
Winseck, Kristi

**eRA COMMONS ID** **ORCID ID**  
kristi\_cu <http://orcid.org/0000-0002-4169-8850>

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**EDUCATION/TRAINING** [ Edit entries ]  
(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YYYY	FIELD OF STUDY
University of Colorado Boulder, Boulder, US		12 / 1985	N/A

[add another degree/training](#)

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**A. Personal Statement**  
You have not yet provided a personal statement.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.  
[ [Save citations](#) ]

You have not listed any citations.

My Bibliography ORCID

Sort by: Publication date Select: None 2 item(s) selected [Add citations](#) [Go to My Bibliography](#) unchecked entries are hidden from display

- Winseck K. Test Article C. CU OOG. 2019 March 01;
- Winseck K. Test Article B. CU OOG. 2019 February 01;
- Winseck K. Test Article A. CU OOG. 2019 January 01;

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**B. Positions and Honors**

**Positions and Employment** [ Edit entries ]

1986 - 1995	Marketing Analyst, CareerTrack Seminars, Marketing, Boulder, US
2004 - 2016	T&G Advisor, Boulder Valley School District, TAG Services, Boulder, CO, US
2016	Proposal Analyst, University of Colorado Boulder, Office of Contracts and Grants, Boulder, CO, US

[add another entry](#)

**Other Experience and Professional Memberships**  
You have not listed any professional memberships. Please [add one](#).

**Honors**  
You have not listed any honors. Please [add one](#).

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**C. Contribution to Science** [ Data ]  
You can add up to 5 contributions. Drag and drop tabs to rearrange.  
[Add another contribution](#)

1

Description [Delete this contribution](#)

Citations [ [Select citations](#) ]

- a. Winseck K. Test Article A. CU OOG. 2019 January 01;
- b. Winseck K. Test Article B. CU OOG. 2019 February 01;

Include link to complete list of published work in [My Bibliography](#). (Selecting this option will make the list public.)

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**D. Additional Information: Research Support and/or Scholastic Performance** [ Data ]  
Please check/uncheck to show/hide automatically imported grants. You can modify or delete only those grants in the User tab.

eRA ORCID User

Note: Do not use this tab to add NIH grants. Please use the eRA tab to add your NIH funding.  
You have not edited any awards manually.  
[add another award](#)

Download: PDF Word XML

Once all of your edits are complete, you can **create a PDF** for upload to the sponsor's portal.

You can **manually edit** the information in each of these sections.

Unless you copied this from another NIH biosketch, the Personal Statement section **must be manually entered**. See the Formatting page following this page for how to format this section.

See the instructions in the **NSF biosketch section** above for how to **update and select citations**.

Unless you copied this from another NIH biosketch, the Contributions to Science Description **must be manually entered**. See the Formatting page following this page for how to format this section.

Update this section the same way you do the citation sections. See the instructions in the **NSF biosketch section** above for how to **update and select citations**.

# FORMATTING TEXT BOXES IN THE BIOSKETCH

SciENcv uses "Markdown" syntax which allows you to add simple formatting to your personal statement, if necessary.

**We do NOT support HTML tags.**

## Phrase Emphasis

- *\*italic\**
- **\*\*bold\*\***

## Headers

- # Title = First level header
- ## Title = Second level header
- ### Title = Third level header

## Lists (lists can be nested)

*Ordered, without paragraphs:*

- 1. Item1
- 1. Item2

*Unordered, with paragraphs:*

- \* A list item.

*With multiple paragraphs.*

- \* Bar

## Manual Line Breaks

End a line with two or more spaces.

## "Escaping" formatting characters

If you want to type a formatting character and have it treated as text not formatting, type a backslash first \. This means \\* gives \*, \\_ gives \_ etc.



This is true of all text boxes, not just the personal statement.